

PAYMENT INSTRUCTIONS

Please contact us at any time to discuss any aspects of your obligation including, payment plans, change of address or other circumstances we can help you with. We are available Monday – Friday, 7:00 a.m. - 5:00 p.m. at 206-477-0818.

PAYING ONLINE

Online payment <u>instructions</u>: https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/courts-financial/fees-payments/lfo



Online LFO payment portal: My Account | KC-Script Portal (kingcounty.gov)

PAYING IN-PERSON

You can pay in-person with credit or debit card up to \$500, cash, money order or cashier's check. Sorry, but we cannot accept any personal checks.

Make the money order or cashier's check payable to: "King County Clerk"

To pay in-person come Monday through Friday, 9:00 to 4:30 to either: (The Clerk's Office at Juvenile Court is *closed* 12:15-1:15 pm)

King County Courthouse 516 Third Avenue Room E609 Seattle, WA 98104-2386 Maleng Regional Justice Center 401 Fourth Avenue North Room 2C Kent, WA 98032-4429 Clark Children & Family Justice Center 1211 East Alder Room 3015 Seattle, WA 98122-5598

PAYING BY MAIL

You can pay by mail with money order or cashier's check only. Sorry, but we cannot accept any personal checks.

Make the money order or cashier's check payable to: "King County Clerk" and mail your payment to:

King County Courthouse ATTN: Cashiers 516 3rd. Ave, Room E-609 Seattle, WA 98104

On the front of the money order or cashier's check, print:

- 1. Your Name as it appears on the court order
- 1. Each case number that you are making a payment on
- 2. The \$ amount you are paying next to each case number

If you want a receipt mailed to you, send a self-addressed and stamped envelope with your payment. Thank you for your attention to this information, we look forward to helping you best manage your Legal Financial Obligations.

To receive email or text bill reminders? Visit https://public.govdelivery.com/accounts/WAKING/subscriber/new

To update your address, send an email to LFOColl@kingcounty.gov with your updated address. Please include your name and case number in the email.